

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Senior Baker

Class Code: 70133

A. Purpose:

Prepares bakery items by reviewing menu requirements, scaling recipes, mixing ingredients, baking items, requisitioning supplies, supervising bakers or the baking operation and cleaning or sanitizing equipment.

B. Distinguishing Feature:

The Senior Baker prepares breads, pastries, desserts, and related bakery goods along with functioning as the lead baker by supervising the work of other bakers. Only one Senior Baker exists in a kitchen operation.

The Baker prepares breads, pastries, desserts, and related bakery goods in accordance with menu requirements.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Delegates tasks as a lead worker to other bakers to ensure a smooth and efficient bakery operation and effective use of supplies and materials.
2. Prepares and bakes bread loaves, rolls, biscuits, pudding, cakes, cookies, pies, pastry items, and related bakery goods to ensure accordance with the menu.
3. Prepares bakery items for individuals with special diets according to medical needs or requirements.
4. Operates mixers, ovens, steam kettles, electric knives, blenders, and related equipment; cleans equipment to ensure a safe and healthy environment.
5. Stores flour, sugar, shortening, and related food supplies to ensure proper storage.
6. Tests and suggests new recipes by adjusting recipes and maintaining a recipe file to ensure techniques used are records.
7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent serves as a lead worker over bakers who prepare breads, pastries, desserts, and related bakery items.

E. Challenges and Problems:

Challenges include motivating bakers; preparing correct amounts of bakery goods or seeing that correct amounts are prepared by the bakers, with no waste; preparing a variety of bakery goods, for individuals with special needs, such as diabetics or weight watchers; and preparing bakery items on short notice when supplies or ingredients are running low.

F. Decision-making Authority:

Decisions include assigning work to the bakers, bakery items to prepare from a planned menu, determining the bakery item and quantity, how to decorate desserts, testing new recipes, what supplies to order and ordering them, and the proper storage of foods.

Decisions referred include equipment and large purchases, menu planning, and inventory quantities.

G. Contact with Others:

Daily contact with students, faculty, residents, and staff to discuss special needs or diets required for medicinal reasons; and frequent contact with sales people when ordering supplies.

H. Working Conditions:

The incumbent is required to stand for extended periods of time; lift heavy pots and kettles weighing up to 50 pounds; work near hot ovens and ranges; and is subject to hazards such as cuts, burns, and falls.

I. Knowledge, Skills and Abilities:

Knowledge of:

- supervision;
- the techniques, materials, and equipment used in baking;
- mathematical fractions;
- health, safety, and sanitary practices.

Skill to:

- perform minor maintenance on bakery equipment.

Ability to:

- operate bakery equipment such as ovens, misers, and bread slicers;
- follow directions and recipes.